

Module 7

DD Form 1716s

Lesson 1: Searching for DD Form 1716s

Introduction

This lesson provides the information necessary to search and retrieve DD Form 1716s. This lesson clearly defines the step by step procedures for the different searches used to retrieve DD Form 1716s or like information.

Lesson Objectives

Using the Student Guide and a computer the student will:

- perform different DD Form 1716 search options
- find and retrieve DD Form 1716s using step-by-step procedures

In This Lesson This lesson contains the following topics:

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DD Form 1716 Search Options

Introduction

The first screen you will see is the DD Form 1716 Search Options screen, shown below:



Screen DD1-1, *DD Form 1716 Search Options*

Actions

To select a Form 1716 search option, click on **Search**, next to the search selection option.

Table DD1-1. *DD Form 1716 Search Option*

Step	Action	Result
1	Select a Form 1716 search option by clicking on the word <u>Search</u> for the appropriate option in the list.	The screen you select will appear to allow you to enter search parameters.

Search for Most Recent DD Form 1716

Search Criteria Search for Most Recent DD Form 1716. The search will return the Most Recent DD Form 1716s according to the input information. The search screen is shown below.

Most Recent DD Form 1716 - Netscape

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Most Recent DD Form 1716

Enter search criteria.
Note: Dates are in the form YYYYMMDD, i.e. 19900901 = September 1, 1990

View Search Results

Availability Start Date Greater than or Equal to

Availability End Date Less than or Equal to

Start a new search
Return to DOD EDA Document Selection Screen

If you need assistance with EDA, [click here](#) for more information.

Screen DD1-2, Most Recent DD Form 1716

Actions To search for the Most Recent DD Form 1716, first select search for Most Recent DD Form 1716 on the search options screen.

Table DD1-2, Most Recent DD Form 1716

Step	Action	Result
1	Type in the Availability Start Date and press <Tab>.	This will place your cursor in the Availability End Date box.
2	Type in the Availability End Date	You have now set your parameters.

3	Select < View Search Results >	This will bring up a list of Most Recent DD Form 1716 for your selection.
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Search for Specific DD Form 1716 by Contract

Search Criteria Search for Specific DD Form 1716 by Contract will return all Specific DD Form 1716s within these parameters.

Screen

Specific DD Form 1716 by Contract - Netscape

File Edit View Go Communication Help

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Specific DD Form 1716 by Contract

Enter search criteria:

View Search Results

Contract Number (PIIN)

[Start a new search](#)
[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

Document Done

Screen DD1-3, *Specific DD Form 1716 by Contract*

Steps To search for Specific DD Form 1716 by Contract select that option.

Table DD1-3. Specific DD Form 1716 by Contract

Step	Action	Result
1	Type in the Contract Number (PIIN)	You now have set your parameters.
2	Select	This will bring up a list of

	<View Search Results>	DD Form 1716 for your selection.
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Search for Specific DD Form 1716 by Contract and Delivery Order

Search Criteria Search for Specific DD Form 1716 by Contract and Delivery Order. The search will return all DD Form 1716s within the parameters.

Screen DD1-4, Specific DD Form 1716 by Contract and Delivery Order

Steps To search for an Specific DD Form 1716 by Contract and Delivery Order, select that option.

Table DD1-4. Specific DD Form 1716 by Contract and Delivery Order

Step	Action	Result

1	Type in the Contract Number (PIIN) and press < Tab >.	This will place your cursor in the Delivery Order box.
2	Type in the Delivery Order.	You have set your parameters.
3	Select < View Search Results >	This will bring up a list of Form 1716 for your selection.

Search for Specific DD Form 1716 by Contract within Issue Date Range

Search Criteria Search for Specific DD Form 1716 by Contract within Issue Date Range. The search will return all DD Form 1716s within the parameters.

Screen DD1-5, Specific DD Form 1716 by Contract within Issue Date Range

Steps To search for Specific DD Form 1716 by Contract within Issue Date Range, select that option.

Table DD1-5. Specific DD Form 1716 by Contract within Issue Date Range

Step	Action	Result
1	Type in the Contract Number (PIIN) and press <Tab>.	This will place your cursor in the Issue Start Date box.
2	Type in the Issue Start Date and press <Tab>.	This will place your cursor in the Issue End Date box.

3	Type in the Issue End Date.	You have now set your parameters.
5	Select < View Search Results >	This will bring up a list of Form 1716s for your selection.

Search for Specific DD Form 1716 by Contract and Modification Number

Search Criteria Search for Specific DD Form 1716 by Contract and Modification Number. The search will return all DD Form 1716s within the parameters.

The screenshot shows a web browser window titled "Specific DD Form 1716 by Contract and Modification Number - Netscape". The page header includes the Department of Defense seal and the text "Department of Defense Electronic Document Access". The main heading is "Specific DD Form 1716 by Contract and Modification Number". Below this, there is a section labeled "Enter search criteria:" with two input fields: "Contract Number (PIIN)" and "Modifications Number". A "View Search Results" button is positioned to the right of the "Contract Number" field. Below the input fields, there are links for "Start a new search" and "Return to DOD EDA Document Selection Screen". At the bottom, a note states: "If you need assistance with EDA, [click here](#) for more information."

Screen DD1-6, *Specific DD Form 1716 by Contract and Modification Number*

Steps To search for Specific DD Form 1716 by Contract and Modification Number, select that option.

Table DD1-6, Specific DD Form 1716 by Contract and Modification Number

Step	Action	Result
1	Type in the Contract Number and press < Tab >.	This will place your cursor in the Modification Number box.
2	Type in the Modification Number.	You have now set your parameters.
3	Select < View Search Results >	This will bring up a list of Form 1716s, for your selection.

Search for DD Form 1716 within Issue Date Range

Search Criteria Search for Specific DD Form 1716 within Issue Date Range. The search will return all DD Form 1716s within the parameters.

The screenshot shows a web browser window titled "DD Form 1716s within Issue Date Range - Netscape". The page header includes the Department of Defense seal and the text "Department of Defense Electronic Document Access". The main heading is "DD Form 1716s within Issue Date Range". Below this, there is a section for "Enter search criteria" with a note: "Note: Dates are in the form: YYYYMMDD, i.e. 19980901 = September 1, 1998". There are two input fields: "Issue Start Date" and "Issue End Date". The "Issue Start Date" field has a dropdown menu set to "Greater than or Equal to". The "Issue End Date" field has a dropdown menu set to "Less than or Equal to". A "View Search Results" button is located below the input fields. At the bottom of the search section, there are links: "Start a new search" and "Return to DoD EDA Document Selection Screen". A footer note states: "If you need assistance with EDA, [click here](#) for more information."

Screen DD1-7, *Specific DD Form 1716 within Issue Date Range*

Steps To search for Specific DD Form 1716 within Issue Date Range, select that option.

Table DD1-7 *Specific DD Form 1716 within Issue Date Range*

Step	Action	Result
1	Type in the Issue Start Date and press <Tab>.	This will place your cursor in the Issue End Date box.
2	Type in the Issue End Date.	You now have set your parameters.
3	Select <View Search Results>	This will bring up a list of Form 1716s for your selection.

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Search for DD Form 1716s by Issuing DODAAC within Issue Date Range

Search Criteria This is a search for DD Form 1716s by Issuing DODAAC within Issue Date Range, and will return the specific Form 1716s based on these parameters.

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DD Form 1716s by Issuing DODAAC within Issue Date Range

Enter search criteria
Note: Dates are in the form: YYYYMMDD, i.e. 19980901 = September 1, 1998

[View Search Results](#)

[Issuing DODAAC](#)

[Issue Start Date](#) Greater than or Equal to

[Issue End Date](#) Less than or Equal to

[Start a new search](#)
[Return to DoD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

Screen EL1-8, *DD Form 1716s by Issuing DODAAC within Issue Date Range*

Steps To search for DD Form 1716s by Issuing DODAAC within Issue Date Range, select that option.

Table DD1-8. *DD Form 1716s by Issuing DODAAC within Issue Date Range*

Step	Action	Result
1	Type in the Issuing	This will place your cursor

	DODAAC and press <Tab>.	in the Issue Start Date box.
2	Type in the Issue Start Date and press <Tab>.	This will place your cursor in the Issue End Date box.
3	Type in the Issue End Date.	You have now set your parameters.
	Select <View Search Results>	This will bring up a list of all Form 1716s based on your selection.

Search for DD Form 1716s by Administering DODAAC within Issue Date Range

Search Criteria

This is a search for DD Form 1716s by Administering DODAAC within Issue Date Range, and will return the specific Form 1716s based on these parameters.

Screen DD 1-9, DD Form 1716s by Administering DODAAC within Issue Date Range

Steps

To search for DD Form 1716s by Administering DODAAC within

Issue Date Range, select that option.

Table DD 1-9. *DD Form 1716s by Administering DODAAC within Issue Date Range*

Step	Action	Result
1	Type in the Administering DODAAC and press <Tab> .	This will place your cursor in the Issue Start Date box.
2	Type in the Issue Start Date.	This will place your cursor in the Issue End Date box.
3	Type in the Issue End Date.	You have now set your parameters.
4	Select <View Search Results>	This will bring up a list of all Form 1716s based on your selection.

Search for DD Form 1716s by Pay Office DODAAC within Issue Date Range

Search Criteria This is a search for DD Form 1716s by Pay Office DODAAC within Issue Date Range, and will return the specific Form 1716s based on these parameters.

Screen DD1-10, *DD Form 1716s by Pay Office DODAAC within Issue Date Range*

Steps

To search for DD Form 1716s by Pay Office DODAAC within Issue Date Range, select that option.

Table DD1-10. *DD Form 1716s by Pay Office DODAAC within Issue Date Range*

Step	Action	Result
1	Type in the Pay Office DODAAC and press <Tab> .	This will place your cursor in the Issue Start Date box.
2	Type in the Issue Start Date.	This will place your cursor in the Issue End Date box.
3	Type in the Issue End Date.	You have now set your parameters.
4	Select <View Search Results>	This will bring up a list of all Form 1716s based on your

		selection.
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Search for DD Form 1716s by Cage Code within Issue Date Range

Search Criteria This is a search for DD Form 1716s by Cage Code within Issue Date Range, and will return the specific Form 1716s based on these parameters.

Screen DD1-11, *DD Form 1716s by Cage Code within Issue Date Range*

Steps To search for DD Form 1716s by Cage Code within Issue Date Range, select that option.

Table DD1-11. *DD Form 1716s by Cage Code within Issue Date Range*

Step	Action	Result
1	Type in the Cage Code and press <Tab>.	This will place your cursor in the Issue Start Date box.
2	Type in the Issue Start	This will place your cursor

	Date and press < Tab >.	in the Issue End Date box.
3	Type in the Issue End Date.	You have now set your parameters.
4	Select < View Search Results >	This will bring up a list of all Form 1716s based on your selection.

Search for DD Form 1716s by DUNS within Issue Date Range

Search Criteria This is a search for DD Form 1716s by DUNS within Issue Date Range, and will return the specific Form 1716s based on these parameters.

The screenshot shows a web browser window titled "DD Form 1716s by DUNS within Issue Date Range - Mafecap". The page header includes the Department of Defense seal and the text "Department of Defense Electronic Document Access". The main heading is "DD Form 1716s by DUNS within Issue Date Range". Below this, there is a section for "Enter search criteria" with a note: "Note: Dates are in the form: YYYYMMDD, i.e. 19900901 = September 1, 1990". There is a "View Search Results" button. Below the button are input fields for "DUNS", "Issue Start Date", and "Issue End Date". The "Issue Start Date" field has a dropdown menu set to "Greater than or Equal to", and the "Issue End Date" field has a dropdown menu set to "Less than or Equal to". At the bottom, there are links for "Start a new search" and "Return to DOD EDA Document Selection Screen", and a note: "If you need assistance with EDA, [click here](#) for more information."

Screen DD1-12, *DD Form 1716s by DUNS within Issue Date Range*

Steps To search for DD Form 1716s by DUNS within Issue Date Range, select that option.

Table DD1-12. *DD Form 1716s by DUNS within Issue Date Range*

Step	Action	Result
1	Type in the DUNS and press < Tab >.	This will place your cursor in the Issue Start Date box.
2	Type in the Issue Start Date and press < Tab >.	This will place your cursor in the Issue End Date box.
3	Type in the Issue End Date.	You have now set your parameters.
4	Select < View Search Results >	This will bring up a list of all Form 1716s based on your selection.

Search for DD Form 1716s by Contract Number within Issue Date Range

Search Criteria This is a search for DD Form 1716s by Contract Number within Issue Date Range, and will return the specific Form 1716s based on these parameters.

DD Form 1716s by Control Number within Issue Date Range - Netscape

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DD Form 1716s by Control Number within Issue Date Range

Enter search criteria
Note: Dates are in the form YYYYMMDD, i.e. 19900901 = September 1, 1990

[View Search Results](#)

[Control Number](#)

[Issue Start Date](#) [Greater than or Equal to](#)

[Issue End Date](#) [Less than or Equal to](#)

[Start a new search](#)
[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

Screen DD1-13, *DD Form 1716s by Contract Number within Issue Date Range*

Steps

To search for DD Form 1716s by Contract Number within Issue Date Range, select that option.

Table DD1-13. *DD Form 1716s by Contract Number within Issue Date Range*

Step	Action	Result
1	Type in the Contract Number and press <Tab> .	This will place your cursor in the Issue Start Date box.
2	Type in the Issue Start Date and press <Tab> .	This will place your cursor in the Issue End Date box.
3	Type in the Issue End Date.	You have now set your parameters.
4	Select <View Search Results>	This will bring up a list of all Form 1716s based on your selection.

Search for DD Form 1716s by Specific Contract

Search Criteria This is a search for DD Form 1716s by Contract Number (PIIN), and will return the specific Form 1716s based on these parameters.

Screen DD1-14, *DD Form 1716s by Contract Number (PIIN)*

Steps To search for DD Form 1716s by Contract Number (PIIN), select that option.

Table DD1-14, *DD Form 1716s by Contract Number (PIIN)*

Step	Action	Result
1	Type in the Contract Number (PIIN) and press <Tab> .	You have now set your parameter
2	Select <View Search Results>	This will bring up a list of all Form 1716s based on your selection.

Search for Customized DD Form 1716s using Query By Example

Search Criteria This is a search for DD Form 1716s using Query by Example, and will return the specific Form 1716s based on these parameters.

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Customized DD Form 1716 List using Query By Example

To tailor a DD Form 1716 list that meets your needs, fill out the following form:

- Click on checkboxes of the fields you wish to be displayed.
- To limit the list to Contracts that meet specific criteria, type criteria in input fields. (For non-date fields, you may enter just the starting characters, if you want.)
- Change the sort options, if you do not want to use the default sort selections.

Note: Dates are in the form: YYYYMMDD, i.e. 19990901 = September 1, 1999

Enter search criteria:

[View Search Results](#)

Select All Clear All

Display Field	Select Field
<input checked="" type="checkbox"/>	Contract Number (PIIN) <input type="text"/>
<input checked="" type="checkbox"/>	Delivery Order <input type="text"/>
<input checked="" type="checkbox"/>	Issue Start Date <input type="text"/> Greater than or Equal to
<input checked="" type="checkbox"/>	Issue End Date <input type="text"/> Less than or Equal to
<input checked="" type="checkbox"/>	Issued By (DCDAAC) <input type="text"/>
<input checked="" type="checkbox"/>	Admin By (DCDAAC) <input type="text"/>
<input checked="" type="checkbox"/>	Payment Office (DCDAAC) <input type="text"/>
<input checked="" type="checkbox"/>	Case Code <input type="text"/>
<input checked="" type="checkbox"/>	DUNS Number <input type="text"/>
<input checked="" type="checkbox"/>	Modification Number <input type="text"/>
<input checked="" type="checkbox"/>	Control Number <input type="text"/>
<input checked="" type="checkbox"/>	Document Size <input type="text"/>
<input checked="" type="checkbox"/>	Availability Start Date <input type="text"/> Greater than or Equal to
<input checked="" type="checkbox"/>	Availability End Date <input type="text"/> Less than or Equal to

Sort Field 1: [Issue Date \(newest\)](#) Sort Field 2: [No Sort](#) Sort Field 3: [No Sort](#) Sort Field 4: [No Sort](#)

[View Search Results](#)

[Start a new search](#)
[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, [click here](#) for more information.

Screen DD1-15, Customized DD Form 1716s using Query by Example

Steps To search for a Customized DD Form 1716s Query by Example, select the

appropriate option.

Table DD1-15. *Customized DD Form 1716s using Query by Example*

Step	Action	Result
1	Type in the appropriate information for the selected data field and press <Tab> . Or After typing in the appropriate information for the selected data field you can choose to press <View Search Results>	This will place your cursor in the next data field box. This will bring up a list of all Customized Form 1716s based on your selection.
2	Select the sort method in <Sort Field 1>	This will sort the Search Results based on your sort selection.

Search for DD Form 1716s by Availability Date

Search Criteria This is a search for DD Form 1716s by Availability Date, and will return the specific Form 1716s based on these parameters.

Screen DD1-16, *DD Form 1716s by Availability Date*

Steps To search for DD Form 1716s by Availability Date, select the appropriate option.

Table DD1-16. *DD Form 1716s by Availability Date*

Step	Action	Result
1	Type in the Availability Start Date and press <Tab> .	This will place your cursor in the Availability End Date box.
2	Type in the Availability End Date.	You have now set your parameter.
3	Select <View Search Results>	This will bring up a list of all Form 1716s based on your selection.

Summary

Lesson Summary This lesson outlined for the EDA user 15 different search criteria to help the user find and retrieve DD Form 1716 information. The EDA system can format information in a cross indexed search display. The user can select the method of search according to the information desired and the information available at the start of the search.

The search includes searches for Customized DD Form 1716s. The user will be able to find desired information faster and more efficiently by using the EDA DD Form 1716 search feature.

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Module 7

DD Form 1716s

Lesson 2 - How to View DD Form 1716s Documents

Overview

Introduction

You have learned how the DOD EDA Web works, how Netscape works, how to retrieve a Form 1716 in the .PDF format, and how to log on and log off the system. In this lesson, you will learn how to use special software that is able to read the PDF format called the Adobe Acrobat Reader.

Objectives

Upon successful completion of this lesson, you will be able to:

- explain the Acrobat Reader window
- explain the function of the toolbar
- explain how to navigate through a Form 1716
- explain the different page views
- explain how to find a word or part of a word in a Form 1716
- explain how to copy and paste text and graphics into a Word document.

List of Topics

This lesson covers the following topics:

- The Acrobat Reader Window
- Toolbar
- Navigation
- Page Views
- Find
- Split Windows
- Copy and Paste
- Practice Instruction

The Acrobat Reader Window

Introduction

The Form 1716 you select is retrieved and opened up into the Acrobat Reader Window on your PC. From this window, you can navigate through the Form 1716 in different ways and copy portions of the contract to paste into other documents you may be working on.

As stated in Lesson 1, while the Form 1716 is in the Acrobat Reader Window, you may not modify it any way. It is displayed with *thumbnails* in an overview area to the left of the document.

Thumbnails

When you view the Form 1716 through *thumbnails*, the following overview appears in the left-hand area of your screen as a representation of the first three pages of the Form 1716.

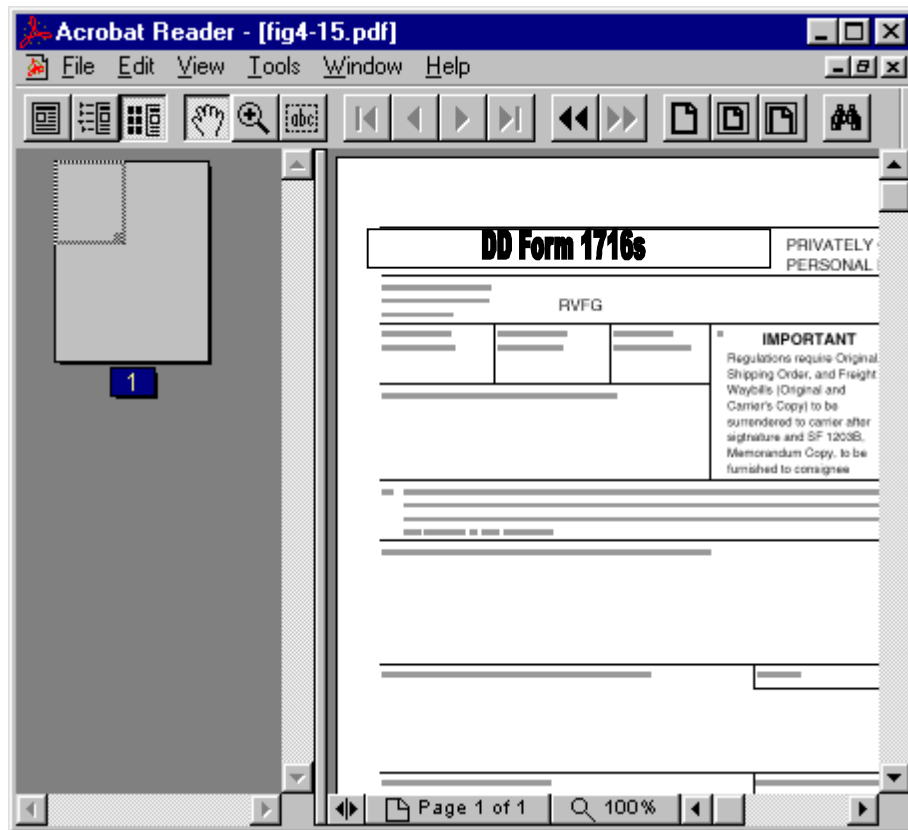


Figure 4-15. Thumbnails Example

Notice the box in thumbnail 1. This box represents the viewing area of the Form 1716 displayed on the right. By placing the cursor and holding down the left mouse button, you can move the view around on the thumbnail representation. When this occurs, the view on the Form 1716 page changes accordingly.

You are able to scroll through the thumbnails using the scroll bar between the thumbnails and the Form 1716. By clicking on a thumbnail page, you can select a page of the Form 1716 to bring up on the screen.

Toolbar

Beneath the menu bar at the top of the window is the toolbar:

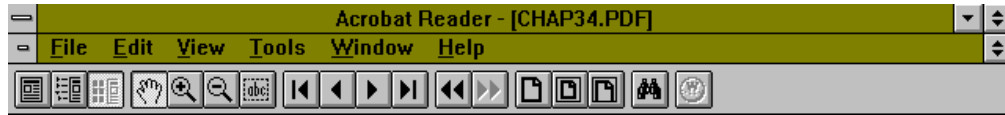


Figure 4-16. Acrobat Reader Toolbar Screen

It holds buttons that activate common functions such as moving between pages or increasing the size of the document. These are described in more detail later.

Function Bar

At the bottom left of the window is the status bar.

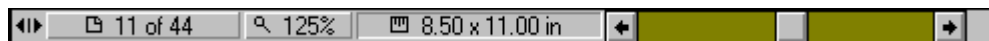
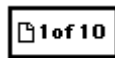


Figure 4-17. Acrobat Reader Status Bar Screen

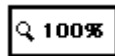
It shows you information about the size and view of the current document.

Function Bar Fields

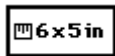
The status bar contains the following fields and information:



The *page number box* displays the current page number.



The *magnification box* displays the current page magnification.



The *page size box* shows the size of the current page.

Vertical Scroll Bar

To the right of the window is a vertical scroll bar that enables you to scroll up and down through a document.



Figure 4-18. Acrobat Reader Vertical Scroll Bar Screen

The overview area on the left side of the window includes an independent scroll bar that you can use to scroll through bookmarks.

Toolbar






Introduction

This section will give you a brief overview of the tools and buttons located on the toolbar. In the following sections, you will learn when to use them.

Tools and Buttons








The toolbar contains tools for selecting and viewing documents. Select a tool by clicking on the tool icon.

The toolbar contains the following tools and buttons:

Button	Description
	Click on the <i>Page Only</i> button to close the overview area of the window.
	Click on the <i>Bookmarks and Page</i> button to open the overview area and display bookmarks created for the document. Click a bookmark's name to go to the location marked by that bookmark.
	Click on the <i>Thumbnails and Page</i> button to open the overview area and display thumbnail images of each document page. Click a thumbnail to go to the page marked by that thumbnail.
	Use the <i>Hand</i> tool to move a document page on-screen when it does not fit within the window. You can drag the hand tool in the direction you want to move the page.
	Use the <i>Zoom</i> tools to magnify or reduce the page display by a factor of two.



Use the *Select Text* tool to select text in a document, which can then be copied to the Clipboard by using the Copy command. Choose *Select Graphics* from the Tools menu to select graphics in a document.

Button	Description
	Use the <i>Previous Page</i> or <i>Next Page</i> button to move the document backward or forward, one page at a time.
	Use the <i>First Page</i> or <i>Last Page</i> button to move to the first or last page of the document.
	Use the <i>Go Back</i> and <i>Go Forward</i> buttons to retrace your steps in a document, moving to each view in the order visited.
	Click the <i>Actual Size</i> button to display the page at 100%.
	Click the <i>Fit Page</i> button to scale the page to fit within the window.
	Click the <i>Fit Width</i> button to scale the page to fill the width of the window.
	Click the <i>Find</i> button to search for part of a word, a complete word, or multiple words in a document.

Navigation

Introduction

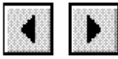
You have learned about several tools and buttons on the toolbar that will help you navigate through the Form 1716. You may:

- go through the document one page at a time
- go to the first page or the last page of the document
- search for a specific word or part of a word in a document.



You may also use the scroll bar to move through the document, which will take you to any page of the Form 1716.

Navigation Techniques

There are different ways to navigate through the Form 1716 to obtain the information you need. In the table below, the navigation techniques are listed. Depending on where you need to go, you can select the best technique for your needs.

Navigation Technique	Description	Result
1.  One Page at a Time	To move forward or backward through the contract one page at a time, click on the <i>previous page</i> or <i>next page</i> buttons. <ul style="list-style-type: none"> • Arrow pointing left goes backwards • Arrow pointing right goes forward 	You will be taken forward one page or back one page in the Form 1716. To move more than one page, you must click the button again.

Note: If the button is dimmed, it is not active and will not work. For example, if you are on the first page of a document, the previous page button will be dimmed. If you are on the last page of a document, the next page button will be dimmed.

<p>2.</p>  <p>Jump to the First or Last Page</p>	<p>You may click on the <i>first</i> or <i>last page</i> buttons to access information located at the beginning or end of the Form 1716. This is accomplished from any page within the Form 1716.</p> <ul style="list-style-type: none">• Arrow pointing left goes to the first page.• Arrow pointing right goes to the last page.	<p>You will be taken to the first (left arrow) or the last (right arrow) page of the Form 1716.</p>
<p>3.</p>  <p>Scroll through the Form 1716</p>	<p>From any page in the Form 1716, use the scroll bar on the right side of the document to move up or down through the pages.</p>	<p>You will be taken to the page desired.</p>

Page Views




Introduction





The full page view of the Form 1716 is almost too small to read. Because of this, the Adobe Acrobat has several tools to view the document. You may:

- zoom in and zoom out
- display the page at 100%
- scale the page to fit within the window
- view only the portion of the document desired.

Different Page Views

There are different ways to view a document, depending on whether you want to look at a whole page or only a portion of it. The different ways you can view a document are listed in the table below. Select the view that best suits your need.

Page View	Action	Result
 Actual Size	Click on the <i>Actual Size</i> button.	The Form 1716 will be displayed at 100%.
 Fit Width	Click on the <i>Fit Width</i> button.	The page will fill the width of the window.
 Fit Page	Click on the <i>Fit Page</i> button.	The page will fit within the window.

 Thumbnails and Page	Click on the <i>Thumbnails and Page</i> button.	The area on the left of your screen will reveal the overview area and display thumbnail images of each Form 1716 page. Click a thumbnail image to go to the page marked by that image.
<p><i>Note:</i> The scroll bar to the left of the window where the Form 1716 page resides will move the thumbnail images forward or backward if there are many pages.</p>		
 Zoom	Click the <i>Zoom</i> tool buttons and then click on the area you want magnified.	This will magnify or reduce the page display by a factor of two.
 Page Only	Click on the <i>Page Only</i> button.	This will close the overview area and you will see only the page on the screen.
 Go Back and Forward Buttons	Use the <i>Go Back</i> and <i>Go Forward</i> buttons to retrace your steps in a document.	You will be able to move to each view in the order visited.

FIND

Introduction

This section introduces another feature that allows you to locate specific information within the Form 1716 text without having to view the entire document. You may focus on:

- one word
- a specific phrase
- upper or lower case lettering

Search Method



Find

To locate a specific word or phrase within the Form 1716, click on the *Find* button. In the box that appears, type the word or phrase you want to find and select the appropriate option to further customize the search criteria. The system displays the item found based on the search criteria.

Listed below are the options appearing within the search criteria box:

Options	Description
Find What	Identifies the word or phrase you are searching for within the document.
Match Whole Word Only	Finds items that are whole words only, not part of words.
Match Case	Finds only those items with the exact uppercase and lowercase letters specified in the “find what” area.
Find	Begins searching at the insertion point of the command and moves forward in the document.

Options	Description
Find Backwards	Begins searching at the insertion point of the command and moves back-wards in the document.
Find Again	Used to find the next item in the document meeting the selection criteria.


Split Windows

Introduction

You can have two separate application windows open on your screen at the same time. This gives you the capability to copy and paste Form 1716 information from the Acrobat Reader to your word processor.

Sizing the Windows

Your Acrobat Reader will be a full size window on your screen. To change the window to a half size window perform the following steps:

Step	Action
1	<p>Click on the double arrows that are on the same line with “<i>Acrobat Reader</i>” and the file name. This is called the <i>Restore</i> button.</p>  <p>Figure 4-19. Acrobat Reader Restore Button Screen</p> <p>The window will be reduced on your screen.</p>

2

To size the window so that it fits on half of your screen, click on *Window* and then click on *Tile Horizontally*. The following split screen example shows a Form 1716.

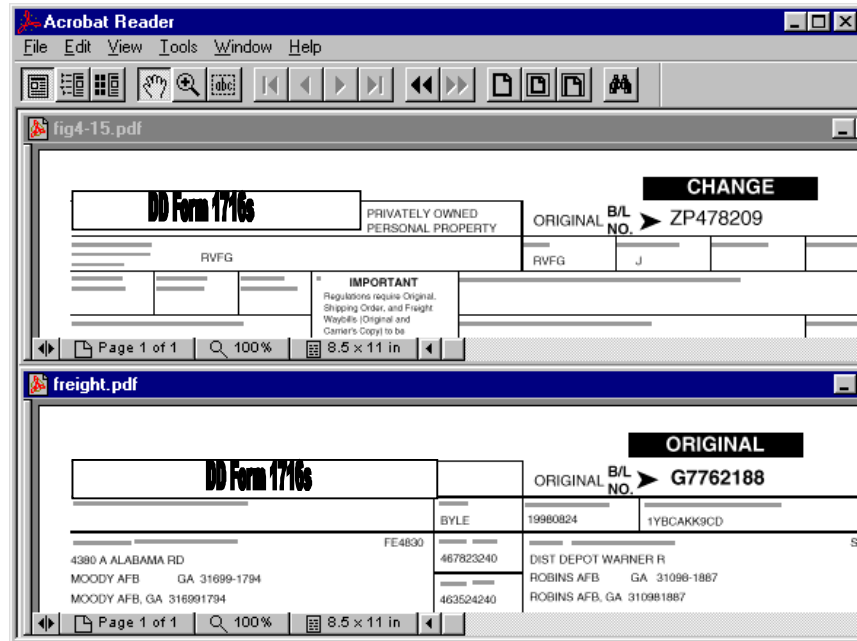


Figure 4-20. Split Screen View

Note: Split screens can show a document in its original and modified formats.

3

If required, resize the window:

- move the cursor to the edge of the window
- when the cursor becomes a double arrow (\leftrightarrow), hold the mouse button and drag the edge of the screen to the location desired
- continue until the screen takes up the top half of the screen.

4

Go to the Windows Program Manager by pressing *Alt + Tab* until the Program Manager icon appears.

Insert Program Manager box.

5	Double click your mouse on the word processing application you wish to bring up.
6	Click on the restore button to make the application window smaller.
7	If the Windows Program Manager is still active, click on the down arrow at the top of the screen. This will minimize the Program Manager so that you do not see it.
8	Size both screens so that you have the Form 1716 in the top half of the screen, and your word processing application running in the bottom half. The above order may be modified at user's discretion.
9	When you have finished working with both applications, you may exit by clicking on <i>File</i> , then click on <i>Exit</i> .

Copy and Paste

Introduction

The DOD EDA Web only allows you to view Form 1716 information. It does not allow you to change the information. It is possible, however, to copy information from within a Form 1716 and move it to another document where you can make changes or use the information for some other purpose.

The *Select Text* button allows you to complete this function without altering the document on the web.

Copy/Paste Methods



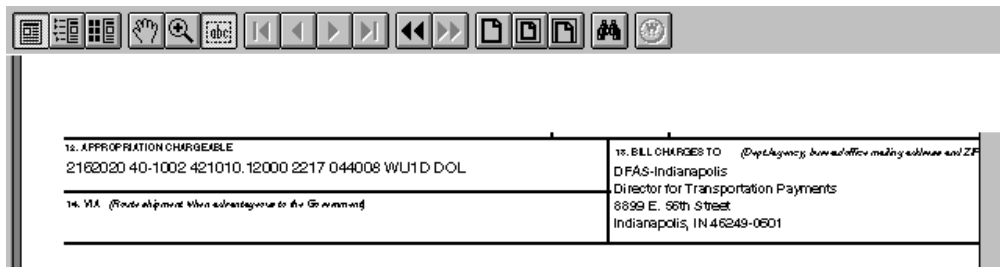
The steps listed in the table below describe how to copy and paste information from the Form 1716 to another document.

Step	Action	Result
1. <i>Copying</i>	<p>To copy text within the Form 1716:</p> <ul style="list-style-type: none"> • click on the <i>Select Text</i> button. • move the cursor to the area being copied. • click and drag the cursor over the desired text to highlight it. • select the “Copy” option under Edit. 	The desired text is copied and stored in the clipboard.
<p><i>Note:</i> You can only copy one item at a time. As soon as another item is copied, it replaces the item stored in the clipboard.</p>		
2. <i>Pasting</i>	<p>To paste text into another document:</p> <ul style="list-style-type: none"> • position the cursor where the copied information is to be placed and click the left mouse button • select the <i>Paste</i> option under Edit. 	The desired text is copied into the new document.

Copying and Pasting Table Information

When selecting information appearing within a table, if you do not hold down the *control* key when highlighting you may have to copy more information than you actually need. This is due to the structure of the table within the document.

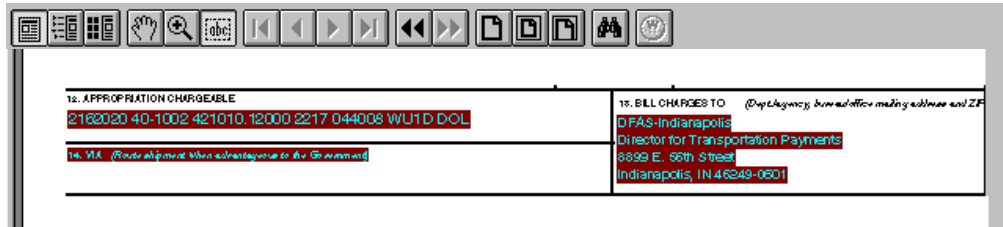
For example, you may wish to copy Block 13, “DFAS-Indianapolis Director for Transportation Payments 8899 East 56th Street Indianapolis, IN 46249-0001” from the Form 1716 shown below.



12. APPROPRIATION CHARGEABLE 2162020 40-1002 421010 12000 2217 044008 WU1D DOL	13. BILL CHARGES TO (Dept Agency, bureau/office mailing address and ZIP) DFAS-Indianapolis
14. VIA (Provide shipment when advantageous to the Government)	Director for Transportation Payments 8899 E. 56th Street Indianapolis, IN 46249-0501

Figure 4-21. Sample Form 1716 Screen

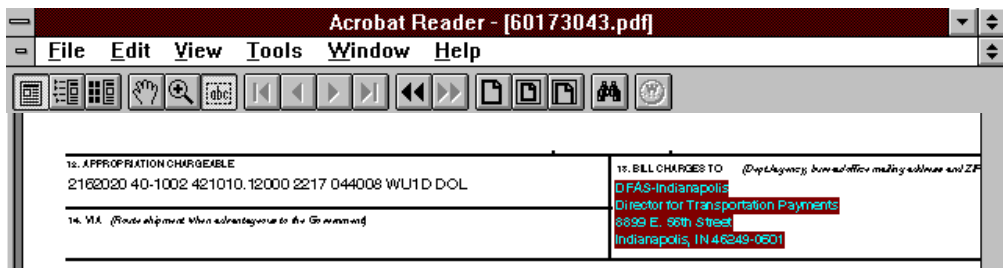
If you click on the *Text* button without holding down the *control* key and begin highlighting the text to be copied, text on the right side of the column is also highlighted, as shown below. To highlight only the information needed, click and while holding down the *control* key, drag over part or all of the page to be copied.



13. APPROPRIATION CHARGEABLE 2162020 40-1002 421010 12000 2217 044008 WU1D DOL	15. BILL CHARGES TO (Dep Agency; form and office mailing address and ZIP) DFAS-Indianapolis Director for Transportation Payments 8899 E. 56th Street Indianapolis, IN 46249-0601
14. VIA (Route shipment when advantageous to the Government)	

Figure 4-22. Copying and Pasting Form 1716 Screen

To copy only Block 13, click on the *text* button and while holding down the *control* key, drag part or all of Block 13.



Acrobat Reader - [60173043.pdf]

File Edit View Tools Window Help

13. APPROPRIATION CHARGEABLE 2162020 40-1002 421010 12000 2217 044008 WU1D DOL	15. BILL CHARGES TO (Dep Agency; form and office mailing address and ZIP) DFAS-Indianapolis Director for Transportation Payments 8899 E. 56th Street Indianapolis, IN 46249-0601
14. VIA (Route shipment when advantageous to the Government)	

**Alternative to
Split Windows**

An alternative to the split windows is switching back and forth between applications using the *Alt + Tab*. The method you use will depend on how the systems are set up at your location and on whatever is easiest for you.

Step	Action	Result
Moving From One Application to Another	<p>While in the Acrobat Reader:</p> <ul style="list-style-type: none">• press <i>Alt + Tab</i> until you see the icon of the application you wish to access• double click on the icon• to return to the Acrobat Reader, press <i>Alt + Tab</i> again until the Acrobat Reader appears.	<p>The application will appear on the screen.</p> <p>From then on, you can switch back and forth between Form 1716s and your word processor by pressing <i>Alt + Tab</i>.</p>

Practice Instruction

Practice Instruction

Search and Retrieve a Form 1716 and Copy and Paste Form 1716 Information.

The instructor will use this practice instruction to provide you the opportunity to walk step-by-step through the process of searching for a Form 1716, retrieving it, and copying information from that Form 1716 and pasting it into another application.

Please follow the instructor's directions while doing this practice instruction. You will have the opportunity to work independently during the Practical Exercise.

For this practice instruction use:

- Form 1716 number
- log-on procedures' step/action table
- search for a specific Form 1716
- sizing the windows' step/action table
- copy and paste's step/action table
- logoff procedures' step/action table.

Log-on Procedures

Use the procedures in the following table to log on to the NIPRNET:

Step	Action	Result
1	<ul style="list-style-type: none">• If the terminal is off, turn on the terminal.• If the terminal is on, go to step 2.	You have access to the local applications.

2	Double click on the DOD EDA Web icon.	The DOD Electronic Document Access Web page appears.
3	Read the security statement.	Click on <i>proceed</i> to go to the log-on page.
4	To log on, click your cursor inside the box next to “USERID,” type in your User ID and press <i>Tab</i> or use your mouse.	Your cursor appears in the Password field.
<i>Note:</i> User ID and Password <u>must</u> be in lower case letters.		
5	Type in your Password and click on <i>Logon</i> .	The Search Option screen will appear.

Search For a Specific GBL








Use the procedures in the table to search for a specific Form 1716:

Step	Action	Result
1	From the search options page, click on <i>Search</i> in “ <i>Search</i> For a Specific Form 1716.”	This will bring up the screen “Specific Form 1716”.
2	<ul style="list-style-type: none"> Click the mouse in the box next to Form 1716 number. Type in the Form 1716 number. Click on the <i>Review Search Results</i> button. 	This will bring up a Form 1716 for your selection.
<i>Note:</i> The Form 1716 number TBD is all uppercase letters.		

3	Click on the Form 1716 number for retrieval.	The Form 1716 will appear on your screen.
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View the Contract

Use the procedures in the table to view the Form 1716.

Step	Action
1	 View the Form 1716 by clicking on the <i>Page only</i> button.
2	 View the Form 1716 by clicking on the <i>Thumbnails and Page</i> button.
3	 Click on the <i>Hand</i> button. Place the cursor in the box on the thumbnail and move the box around. Notice the different views of the Form 1716 when it is moved.
4	Click on <i>thumbnail number 3</i> . Notice that the reader goes to page 3 of the contract.
5	  Click on the “+” <i>Zoom</i> button. Go to an area of the Form 1716 with text and click the cursor. Notice the print gets larger. Click the cursor again. Notice the print gets larger.
6	  Click on the “-” <i>Zoom</i> button. Go to the same area and click the mouse twice to return the print to its original size.

7



Click on the *Find* button. Find the term “Net 30 Days.”

Splitting Windows


You are to open another application, which is your word processor. The Adobe Acrobat Reader will be in the top window and your word processor will be in the bottom window.

Follow the procedure in the table below to resize the Adobe Acrobat window.

Step	Action
1	Click on the double arrows that are on the same line with “Acrobat Reader” and the file name. This is called the <i>Restore</i> button.
2	Click on <i>Window</i> and then click on <i>Tile Horizontally</i> .
3	Move the sides of the window so that it is in the top half of your screen.

Follow the procedure in the table below to open the word processing application.

Note: The following procedures may vary from site to site. The instructor will give directions according to local procedures.

Step	Action
1	<p>Go to the Windows Program Manager by pressing <i>Alt + Tab</i> until the Program Manager icon appears.</p>  <p>Program Manager</p>
2	Double click your mouse on the application you wish to bring up.

Follow the procedure in the table below to resize the window.

Step	Action
1	Click on the double arrows (<i>Restore</i> button) at the top of the screen.
2	Click on <i>Window</i> and then click on <i>Tile Horizontally</i> .
3	Move the sides of the window so that it exists in the bottom half of your screen.

Copy and Paste

You are to copy information from Block 14 of the Form 1716 that exists in the top part of your screen and paste it into the word processor which is located in the bottom part of your screen.

To copy information from the Form 1716, perform the steps in the following table:

Step	Action
1	Using the thumbnail and page view, click the cursor on Block 13.
2	Click on the <i>Page Only</i> button to enlarge the viewing area.
3	Under the words "Appropriation Chargeable" is the following line: " TO BE DETERMINED BY Form 1716. "
4	Click on the <i>Select Text</i> button and highlight the line shown above.

5	Click <i>Edit</i> on the Acrobat Reader toolbar, then click on <i>Copy</i> .
6	Click the cursor at the location in the word processor where you want the text to appear.
7	Click <i>Edit</i> on the word processor toolbar and then click on <i>Paste</i> .

**Log-off
Procedures**

To log out of all applications perform the steps in the following table:

Step	Action
1	From the word processing application, click on <i>File</i> and then click on <i>Exit</i> . This will leave the Acrobat Reader on the screen.
2	On the Acrobat Reader Toolbar, click on <i>File</i> and then on <i>Exit</i> . This will put you back in the DOD EDA Web.
3	From the Netscape browser, click on <i>File</i> and then on <i>Exit</i> . You are logged out of the DOD EDA Web.